



LEAVE	PURPOSE	PERIOD	PAID/UNPAID	COVER	CIRCULAR
Assault Leave	Leave for SNAs due to physical assault in the course of an SNA's duties and during approved school activities.	Initial 92 days (3 months) at full pay in a rolling 4 year period. Must be applied for within one week of the incident. You must leave school straight after the incident and not return until you are fully recovered. Separate from your sick leave, cannot be extended.	Paid	Paid Substitute	CL 62/2017
Adoptive Leave	Leave for SNAs who are adopting for period of placement with adopted child.	24 consecutive weeks from the date of placement with further option of additional 16 weeks unpaid leave.	24 weeks paid 16 weeks unpaid	Paid Substitute	CL 19/2013
Bereavement Leave	Available in the event of a bereavement involving a family member.	Spouse, child or person of domestic dependency - 20 working days. Immediate relative - 5 working days. Other immediate relative - 1 working day.	Paid	Paid Substitute	CL 79/2022
Career Break	Leave of absence for purpose of personal/professional development, education, public representation, childcare, self-employment.	Max. length of any one leave of absence on career break is 5 years. Overall max. during SNA's career is 10 years. You can sub as an SNA for 90 days in the year. Your Seniority IS affected. Apply before 1st March to BOM.	Unpaid	Paid Substitute	CL 32/2010 CL 35/2019
Carer's Leave	Leave to personally provide full-time care and attention for a person who is medically certified as being in need of such care.	104 weeks in respect of one relevant person.	Unpaid (May be entitled to carer's benefit or allowance)	Paid Substitute	Carers Leave Act 2001
Domestic Violence Leave	Leave that can be available of by an SNA who is the victim of Domestic Violence or where an SNA is providing support to a relevant person.	5 school days in a consecutive 12 month period.	Paid	Paid Substitute	CL 60/2023
Exam Leave	Exam leave relevant to SNA duties.	The days of the examination only.	Paid	No Paid Substitute	CL 32/2010
Force Majeure Leave	Urgent family reasons due the illness/injury of a family member requiring the presence of the SNA at the place where family member is.	3 days in 12 consecutive months or 5 days in 36 consecutive months.	Paid	Paid Substitute	CL 32/2010
Job Sharing	To assist SNAs in combining work and personal responsibilities or choices.	Minimum period is 1 school year. Subject to approval by BOM.	Paid	Paid Substitute	CL 41/2014
Jury Service	Legally summoned to service on a jury.	Number of days as deemed necessary by the Courts.	Paid	Paid Substitute	CL 32/2010
Marriage Leave	Leave for SNA's own wedding.	7 consecutive days (incl. weekends) and applicable only if the marriage takes place during school term.	Paid	No Paid Substitute	CL 32/2010
Maternity Leave	Leave on the birth of a child or who reaches 24th week of pregnancy.	26 consecutive weeks with further option of an additional 16 weeks unpaid. Paid time off to attend appointments related to ante-natal care and classes. Expectant father - paid time off to attend the last 2 ante-natal classes. Appropriate certification required by BOM.	26 paid weeks 16 unpaid weeks	Paid Substitute	CL 17/2013
Parental Leave	Care of young children.	26 weeks for each child up to a child's 16th birthday.	Unpaid	Paid Substitute	CL 27/2013 CL 11/2023
Parent's Leave	Available to parents to enable them to provide care to the child.	9 weeks. Can be taken in a 9 week block or in separate periods of no less than a week. Up to the child's 2nd birthday.	Parent's Benefit subject to PRSI contributions	Paid Substitute	CL 59/2024
Paternity Leave	Available to a relevant parent on the birth/adoption of a child.	A single period of 2 consecutive weeks. May commence at anytime from the date of birth/placement to 26 weeks thereafter.	Paid	Paid Substitute	CL 58/2016 and information note TC 05/2022
Wedding Leave	Wedding of immediate family member (child or adoptive child, a person to whom the SNA is in loco parentis, brother, sister or a parent).	1 day applicable only if the wedding takes place on a day when the school is open.	Paid	No Paid Substitute	CL 32/2010
Sick Leave	Sick Leave (certified and self-certified) for SNAs for absence due to illness or injury from work.	Ordinary illness - max of 92 days (3 months) on half pay in a year, subject to an overall maximum of 183 days in a rolling 4 year period. Critical illness - max of 183 days (6 months) on full pay in a year, followed by a maximum 182 days (3 months) on half pay in a year, subject to an overall max of 365 days in a rolling 4 year period. TRR (temporary rehabilitation remuneration) may be granted where the period of paid sick leave has been exhausted. Unpaid sick leave may be granted where an SNA does not qualify for TRR.	Paid	Paid Substitute	CL 60/2019
Unpaid Leave	May be granted by the BOM.	10 school days in a school year.	Unpaid	Paid Substitute	CL 32/2010

